

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

June 19, 2006

**CALL TO PODIUM:**

James McGuire, Program  
Director, Parks, Recreation and  
Culture

**RESPONSIBLE STAFF:**

James McGuire, Program  
Director, Parks, Recreation and  
Culture

**AGENDA ITEM:**

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input checked="" type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda  
item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City  
Manager to Award a Contract for Counseling Services for the  
Gaithersburg Upcounty Senior Center (\$45,720)

**SUPPORTING BACKGROUND:**

A Request for Proposal was assembled and advertised in  
May of 2005 for Counseling Services for the Gaithersburg  
Upcounty Senior Center. A contract was awarded to Child  
Center and Adult Services, Inc.

The existing contract provided language for renewal of  
services for one additional year. City staff conducted an  
extensive and comprehensive review of services provided to  
the Gaithersburg Upcounty Senior Center by the Child  
Center and Adult Services, Inc.

City staff recommends the Child Center and Adult Services,  
Inc. provide counseling services to the Gaithersburg  
Upcounty Senior Center for FY'07 in the amount of  
\$45,720.00

**DESIRED OUTCOME:**

**Vote on Resolution**

# Resolution Request Form

## REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James McGuire

Date of City Council Meeting: June 19, 2006

### AUTHORIZING

Purchase ☐ Award Contract ☒ Transfer Funds ☐ Negotiate/  
Execute a Contract ☐

### BID INFORMATION:

Advertisement Date June 29, 2005

Newspaper(s) Gazette Newspaper

Bids Opened/Tabulated (date) July 21, 2005

### DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Renewal of existing contract for Counseling Services for the Gaithersburg Upcounty Senior Center awarded August 1, 2005. The contract stipulates renewal for one additional year upon completion of a comprehensive review and evaluation by the staff of the Gaithersburg Upcounty Senior Center.

### CONTRACTED/PURCHASE FROM:

Company Name: Child Center and Adult Services, Inc.

Street Address: 16200 South Frederick Avenue, Suite 502

P. O. Box Number

City/State/Zip Gaithersburg, Maryland 20877

CONTRACT/PURCHASE AMOUNT: \$45,720.00

Check One: In the Amount of ☐ Not to Exceed ☒

FUNDS TO BE EXPENDED FROM: Operating Budget ☒ Capital Improvements Budget ☐

Account Number: 1425-536000

(For Finance Department use only; not to be included in the Resolution)

### VERIFICATION OF AVAILABILITY OF FUNDS

Available ☒ Not available ☐

Andrew B. Smith  
Finance Dept.

Date

Effective  
7/1/06  
FY 07

6/19/06

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND THE CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO AWARD A  
CONTRACT FOR COUNSELING SERVICES FOR THE  
GAITHERSBURG UP COUNTY SENIOR CENTER

WHEREAS, the City desires to make counseling and support group services available at the Gaithersburg Upcounty Senior Center; and

WHEREAS, a Request for Proposal for Counseling Services at the Gaithersburg Upcounty Senior Center was advertised in June 2005 and adopted in August of 2005; and

WHEREAS, the Mayor and the City Council have determined to award a contract to Child Center and Adult Services Inc. upon meeting the City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to award a contract to, Child Center and Adult Services, Inc. 16220 South Frederick Avenue, Suite 502, Gaithersburg, Maryland 20877, in the amount of Forty-Five Thousand Seven Hundred Twenty Dollars (\$45,720); said funds to be expended from the Operating Budget.

ADOPTED by the City Council this 19<sup>th</sup> day of June, 2006.

\_\_\_\_\_  
SIDNEY A. KATZ, MAYOR and  
President of the City Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
In public meeting assembled on the 19<sup>th</sup> day  
of June, 2006.

\_\_\_\_\_  
David B. Humpton, City Manager